

CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment  
(CSO-INTERCEDE) Project



TERMS OF REFERENCE

CONSULTANCY SERVICE

CONDUCT CAPACITY-BUILDING TRAININGS ON DEVELOPMENT PRACTICE (PROJECT DESIGN, CONDUCTING ASSESSMENTS, MONITORING & EVALUATION, KNOWLEDGE MANAGEMENT)

This TOR outlines the expectations for the consultancy aimed at conducting capacity-building training on development practices. The focus will be on project design, assessments, monitoring and evaluation, and knowledge management for District-level Civil Society Organizations (D-CSOs).

<b>Project</b>	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
<b>Title</b>	Conduct Capacity-Building Trainings on Development Practice for DCSOs (Project Design, Conducting Assessments, Monitoring & Evaluation, Knowledge Management) <b>Activity 1.2.1.1</b>
<b>Location</b>	Anuradhapura/Nuwaraeliya Districts
<b>Duration of the assignment</b>	1 week

**ORGANIZATION**

The Adventist Development and Relief Agency (ADRA) Sri Lanka is a locally registered NGO that has been operating in Sri Lanka since 1982. We are also part of the global ADRA network, which is active in 118 countries worldwide. Our primary focus areas include WASH, Nutrition, Refugee Reintegration, Economic Development, and Youth Development.

**THE PROJECT**

The CSO INTERCEDE project aligns and focuses on enabling Civil Society Organizations (CSOs) to support vulnerable groups in coping with the socio-economic crisis in estate and rural Sri Lanka. The action aims to strengthen CSOs' skills and capacity to improve the nutritional status of women, youth, and children, engage in policy dialogue on nutrition and livelihood, and advocate for enhanced nutritional status and viable livelihoods. By partnering with CSOs, the project will empower local communities to address nutrition and livelihood needs and navigate the impacts of the crisis. Targeting vulnerable groups in Anuradhapura and Nuwara Eliya Districts, the project will support District-level CSOs (D CSOs) and grassroots-level Based Organizations to implement interventions and empower communities. Through capacity building and advocacy, the project seeks to create a sustainable network of change agents, promoting food security and well-being for over 500,000 individuals. Key themes include gender mainstreaming, social inclusion, local ownership, and green recovery, aiming to improve the livelihoods of women, youth, and children in Sri Lanka.

**THE ASSIGNMENT**

The Consultant will be responsible for designing and implementing a comprehensive Training of Trainers (TOT) for District-level Civil Society Organizations (D-CSOs). The focus will be on enhancing the skills of D CSOs in key areas of development practice, including project design, conducting assessments, monitoring & evaluation (M&E), and knowledge management. The overall goal of the consultancy is to build the capacity of D-CSOs with the skills and knowledge to effectively train and mentor GN-CSOs. and effectively implement projects that address nutrition, livelihood, and other community needs within the socio-economic crisis context.

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**THE OBJECTIVE OF THE ASSIGNMENT**

This consultancy aims to conduct a complete Training of Trainers (TOT) workshop on key areas of development practice, including project design, conducting assessments, monitoring & evaluation (M&E), and knowledge management. This workshop will aim to provide D-CSO representatives with the necessary skills and knowledge to effectively execute development projects.

**SCOPE OF WORK & DELIVERABLES**

The Capacity Building Consultant will be responsible for designing and implementing a Training of Trainers (TOT) workshop for 10 District-level Civil Society Organizations (D-CSOs) in Nuwara Eliya and Anuradhapura districts. The objective is to enhance the capacity of these organizations to effectively design, implement, and monitor development projects, with a particular emphasis on addressing community needs related to nutrition, livelihoods, and the ongoing socio-economic crisis.

The Consultant will be responsible for the following tasks:

NO	Objective	Description	Deliverables
01	Development of Training modules	<ul style="list-style-type: none"> <li>• Introduction to Development Practice</li> <li>• Overview of development concepts and practices</li> <li>• Role of Civil Society Organizations (CSOs) in development</li> <li>• Project Design cycle</li> <li>• Budgeting and resource allocation</li> <li>• Conducting Assessments</li> <li>• Tools and techniques for data collection</li> <li>• Monitoring and Evaluation (M&amp;E)</li> <li>• Knowledge Management</li> </ul>	01. Development of Training Module with the consultation of Project team
02	Facilitation of a 2-day TOT Workshop	<ul style="list-style-type: none"> <li>• Facilitation and conduction of the workshop.</li> <li>• Gather feed back of participants.</li> </ul>	02. Conducting the workshop and including Pretest and post test to gather feedback of participants.
03	Submission of final report	<ul style="list-style-type: none"> <li>• Upon completing the Training workshop, the trainer is required to prepare and submit a comprehensive Training Completion Report. This report should detail the workshop's activities, participant feedback, and any recommendations for future training sessions. Additionally, the report</li> </ul>	03. Submission of Activity completion report

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		<p>should outline the ongoing mentorship and follow-up support provided to the lead District-level Civil Society Organizations (D-CSOs) as they deliver training to Grassroots-level Civil Society Organizations (GN-CSOs).</p>	
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**DURATION OF THE ASSIGNMENT**

The consultancy will be for One week from October 15 2024

**RESPONSIBILITY OF CSO INTERCEDE PROJECT**

The Implementing Organization (CSO-INTERCEDE Project team) is responsible for the overall coordination of activities in the field. They serve as the primary liaison between the consultant and District-level Civil Society Organizations (D-CSOs), allocating necessary resources and coordinating duties. This includes providing logistical arrangements for the Training of Trainers (TOT) as required.

**LIAISON**

Programs Manager – ADRA Sri Lanka  
 Project Manager- Anuradhapura  
 Project Manager- Nuwara Eliya

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

1. Bachelor's Degree in a relevant field such as Development Studies, Social Sciences, Project Management.
2. Master's Degree (preferred) in a related discipline, demonstrating advanced knowledge and expertise in development practices.
3. Minimum of 5 years of experience in the development sector, with a focus on capacity building and training.
4. Demonstrated experience in designing and facilitating training programs, particularly for Civil Society Organizations (CSOs).
5. Proven expertise in Project designing and management, Monitoring and evaluation (M&E), Community engagement and needs assessment, Knowledge management
6. Experience working with Civil Society Organizations (D-CSOs) and understanding their operational context and challenges.
7. Strong communication and facilitation skills in Sinhala or Tamil, and English, with the ability to engage diverse audiences and promote interactive learning.
8. Familiarity with adult learning principles and training methodologies that encourage participant engagement and knowledge retention.

**KEY TERMS AND CONDITIONS**

1. Payment will be made according to ADRA's payment schedule 30% after signing the agreement, 30% after completing deliverables 1– 3 in the scope of work, and 40% after submitting the final report, with payment made by demand draft or bank transfer upon providing account details

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2. Withholding taxes of 5% will be deducted from all payments above 100,000 within a month if the consultancy firm is not a registered institute according to statutory requirements.
3. All Incidentals, accommodation, and travel required for the assignment are to be borne by the consultants. Traveling from the Project office to the field will be provided by the project.
4. The consultant should follow CSO- INTERCEDE Visibility protocols and Branding policies and make sure ADRA and the European Union logos are presented as per the guidelines.
5. The consultant and all personnel involved in the implementation must comply with the child protection policy and other relevant ADRA policies.
6. CSO- INTERCEDE Project may request written evidence of necessary coverage provided by the consultant for their services.
7. All requirements in respect of insurance including professional indemnity, worker's compensation, public liability, superannuation, and taxation, where applicable will at all times remain the responsibility of the consultant.

### EXPRESSION OF INTEREST

1. A cover letter introducing the individual/organization, detailing how the required skills and competencies are met, along with an expression of interest. (Please submit the CV and cover letter separately for each location).
2. A cover letter introducing the individual/organization and how the skills and competencies described above are met.
3. A detailed proposal with budget – The budget should include all costs related to the consultant/resource person traveling and training, reporting, and other expenses related to the assignment.
4. Curriculum Vitae of the applicant/team members.

### APPLICATION PROCESS

Interested candidates (consultants/ consulting agency) should send the express of interest by e-mail to [hr@adrasrilanka.org](mailto:hr@adrasrilanka.org) with the subject title stating REF2024-06-PRJ/CSO - "consultancy for CSO INTERCEDE Project - Conduct Capacity-Building Trainings on Development Practice on or before 12:30 pm of 15<sup>th</sup> of Oct 2024.

The consultant will be selected through a standard recruitment process.